

SAMPLE REQUEST FOR QUALIFICATIONS

INTRODUCTION

JURISDICTION is requesting Statements of Qualifications from responsible firms or teams to provide “turnkey” products and services resulting in the successful conversion of JURISDICTION’s existing street lighting luminaires from High Pressure Sodium (HPS), and where applicable Mercury Vapor, luminaires of various wattages and styles to Light Emitting Diode (LED) luminaires of equivalent wattage. The successful firm will be expected to design and implement the conversion of all street lighting in JURISDICTION, estimated at approximately _____ units, to equivalent LED street lighting luminaires. The successful firm will provide labor, materials, supplies, equipment, facilities, disposal, photometric analyses, digital reports, and processing for all UTILITY rebates and rate schedule billing revisions.

STATEMENT OF INTENT FOR CONTRACTOR SELECTION PROCESS

JURISDICTION is seeking statements of qualifications from entities that desire to undertake the project described above and throughout this RFQ. However, JURISDICTION is *not* seeking detailed proposals at this time. Rather, JURISDICTION requests that interested entities submit their statements of qualifications to promote their demonstrated experience and qualifications with regard to the Scope of Work and their demonstrated capability to successfully complete projects of similar size and scope. An evaluation committee will review the qualifications and select the most qualified and competent firms based on the evaluation criteria stated in the RFQ. Afterward, JURISDICTION will invite these finalists to prepare a detailed proposal stating how they plan to accomplish the project, as discussed in this RFQ, including proposed luminaires and pricing. These proposals will then be evaluated by the selection committee and a contract may be entered into with the firm that provides the best proposal.

JURISDICTION reserves the right to issue a second RFP to finalists, if necessary, to secure specific products and services desired by the JURISDICTION. The JURISDICTION also reserves the right to ask finalists for Best and Final Offers.

BACKGROUND

The JURISDICTION spends approximately \$[NN] each year to cover the energy, operations, and maintenance costs associated with JURISDICTION’s [NN] streetlights. In the past, UTILITY has owned, operated, and maintained these lights, and has billed JURISDICTION for associated costs. JURISDICTION intends to dramatically re-structure the street lighting system by purchasing the street lighting system from UTILITY and contracting with a firm to retrofit luminaires to LED technology. JURISDICTION intends to achieve significant savings as a result of reduced energy consumption and avoided maintenance costs. **(NOTE: purchase of the street lighting system may not be appropriate in either VA or MD at this time.)**

Additional information about the JURISDICTION’s current street lighting is included:

- Appendix A: Street Lighting Costs. JURISDICTION’s current street lighting costs,
- Attachment 1: Street Light Map (.pdf). A map of JURISDICTION’s existing street lights,

- Attachment 2: City Street Light Inventory (.xls). The best available inventory of the existing street lights to be included in the conversion project.

OBJECTIVES

JURISDICTION's objectives for this project include the following goals:

- Reduce energy use and annual costs associated with street lights;
- Design and implement the project such that it produces a net positive cash flow during the first full year, and such that cumulative cost savings resulting from the project offset upfront capital costs within 10 years of project commencement;
- Minimize energy consumption and maximizing energy cost savings;
- Minimize future costs to maintain and replace converted street lights;
- Minimize JURISDICTION's administration costs and staff time for the street light maintenance;
- Achieve high levels of resident satisfaction post-retrofit;
- Optimize the environmental benefits of the program (e.g. reductions in greenhouse gases emitted and toxic materials disposal);
- Implement a replacement plan that meets or exceeds the current lighting levels for all areas of JURISDICTION, with a goal of achieving ANSI/IES RP-8-14 where practical;
- Complete the project, including receipt of any available rebates and billing revisions from UTILITY, and other applicable parties before Project Completion Date;
- Obtain accurate digital GIS data for all converted streetlights using GPS technology;
- Develop photometric analyses for lumen delivery and luminance uniformity of representative lighting configurations based on existing and new luminaires;
- Achieve JURISDICTION's illumination standard based on spacing, height of pole, and roadway distribution type;
- Identify incremental costs and benefits of value-added options (e.g. wireless adaptive controls).

TIMELINE

The following timetable is for the information of submitting entities. All dates are tentative and subject to change. **In no event shall the deadline for submission of qualifications be changed except by written addenda published by the JURISDICTION Purchasing Division.**

Availability of RFQ	MM/DD/YEAR
Deadline to submit Site Visit Registration Form (Exhibit A)	MM/DD/YEAR
Mandatory Site Visit (All Day)	MM/DD/YEAR
Final Date to Submit Questions to Purchasing Agent	MM/DD/YEAR
Qualifications Due Date	MM/DD/YEAR
Selection Process and Interviews with Selected Firms	MM/DD/YEAR
Preparation of proposals by finalists from RFQ process	MM/DD/YEAR
Submission of proposals by finalists	MM/DD/YEAR

SCOPE OF WORK

This section describes the Scope of Work that the winning entity will be required to undertake. As stated earlier, a proposal for this project will be requested from the finalists selected from the RFQ process. JURISDICTION is providing this statement of work at this time to provide submitting entities an understanding of the overall scope of the project in the event they are selected as a finalist from the RFQ process.

The winning Proposer will provide JURISDICTION with labor, materials, supplies, equipment, facilities, disposal, photometric analyses, digital reports, and processing for all UTILITY rebates and rate schedule billing revisions associated with the conversion program. This program will replace mostly high pressure sodium (HPS), and, if applicable, Mercury Vapor, cobra head and shoebox style luminaires with equivalent LED luminaires within JURISDICTION.

Specifically, the Contractor selected will be required to complete the following Phases:

PROJECT DEVELOPMENT

- 1.1. Review and Update Streetlight Inventory - Conduct a thorough/detailed investigation of UTILITY billing records, maps and JURISDICTION records to finalize the list of street lights eligible for replacement, and conduct on-site physical inspection of a sampling of street lights for final verification of GPS coordinates (latitude, longitude), location (closest address), wattage, luminaire physical attributes, system voltage, JURISDICTION facility ID, UTILITY badge number, luminaire type, pole type, pole or bracket height, pole condition (identification of light poles at risk for failure, etc.).
 - 1.1.1. Notify JURISDICTION of any issues that are identified during on-site physical inspections related to the street lighting system that require repair of poles, wiring, cables, or other system components beyond the luminaire.
- 1.2. Photometric Analysis - Conduct photometric analysis for a minimum of [NN] representative locations on major and collector streets to verify existing conditions and confirm that proposed luminaires will meet or exceed the current lighting levels for these areas, with a goal of achieving ANSI/IES RP-8-14 where practical.
 - 1.2.1. Representative locations shall be agreed upon by Contractor and JURISDICTION Project Manager.
 - 1.2.2. The information shall be submitted to JURISDICTION in both digital and hard copies as part of the requirements for the selected Contractor to obtain a Notice to Proceed with Project Implementation
 - 1.2.3. The photometric analysis shall be stamped by a licensed professional engineer.
- 1.3. Rebate Eligibility - Determine project eligibility for UTILITY and all other applicable rebates. Develop and submit required paperwork to confirm rebate eligibility.
- 1.4. Replacement Plan - Based on the replacements for typical lighting layout configurations, photometric analysis and the mapping data, develop a Replacement Plan for targeted luminaires that will meet or exceed current lighting levels. The plan shall list each fixture, associated UTILITY Badge Number, JURISDICTION Facility ID, GIS location, street address, pole height, roadway type, physical fixture type, lamp type, wattage, voltage, replacement model, and replacement wattage. The plan should include applicable electrical diagrams and verification that the proposed luminaires meet Appendix B: LED Requirements.
 - 1.4.1. The Replacement Plan may include the removal of poles and luminaires in areas of JURISDICTION that are deemed to be "over lit" based on the photometric analysis.

- 1.4.2. Replacement Plan shall include detailed pricing estimate(s) representing all project options under consideration.
- 1.4.3. Replacement Plan shall include detailed annual energy (kWh), Greenhouse Gas (GHG) and energy cost savings models accurately presenting results and cost-effectiveness of project option
- 1.4.4. Replacement Plan shall include 15-year energy (kWh and cost), maintenance cost, and greenhouse gas (GHG) savings projections. Initial energy costs shall be based on CURRENT UTILITY RATE. A 1% annual increase should be assumed for electricity rates. GHG savings are to be based on the Federal Emissions & Generation Resource Integrated Database (eGRID) most recent GHG Annual Output Emission Rates for the SERC subregion.
- 1.5. Test Deployment – Unless deemed unnecessary by JURISDICTION, the selected Contractor shall provide and install a sampling (up to 15) of the recommended luminaires and specified in the Replacement Plan for test deployment and evaluation by JURISDICTION and additional stakeholders.
- 1.6. Confirm Replacement Plan with JURISDICTION to finalize project details and render final Scope of Work.
 - 1.6.1. Conduct final review of all energy savings and construction cost estimates with JURISDICTION to ensure accuracy and compliance given the final project details.
 - 1.6.2. The photometric analysis of the final Replacement Plan shall be stamped by a licensed professional engineer to verify that the plan will meet or exceed existing lighting levels.
- 1.7. Secure all necessary approvals to proceed with project implementation, including a Notice to Proceed from JURISDICTION as well as approvals as required by other entities including but not limited to UTILITY Company and Department of Transportation.
- 1.8. Confirm process to record, monitor, and inform JURISDICTION of equipment installation dates and component failures for warranty replacements for all luminaire and photoelectric controllers and other system components.

PROJECT IMPLEMENTATION

The Contractor must obtain a written Notice to Proceed from JURISDICTION before proceeding with this Phase.

During the project implementation phase, the successful firm shall coordinate with both JURISDICTION and UTILITY, which currently owns, operates, and maintains the existing street light system. The Contractor shall schedule and attend regular progress meetings with JURISDICTION staff and other stakeholders as invited by JURISDICTION. Before beginning installation of new luminaires, the Contractor and all sub-contractors shall meet with JURISDICTION to review installation schedule, work safety, public safety, and waste material handling procedures and requirements.

- 1.1. Purchase qualified luminaires from a vendor authorized by the fixture manufacturer.
- 1.2. Participate in the development and implementation of community outreach and notification plan to ensure project awareness and minimize impacts to traffic, business, and residents.
- 1.3. Manage deliveries and staging of material to site including any secured storage considerations.
- 1.4. Provide Traffic Control plans as necessary to be reviewed and approved by JURISDICTION's Traffic Engineering Division and obtain all required permits.
- 1.5. Installation – Install new energy-efficient roadway luminaires or retrofit of the existing decorative luminaires. Provide all necessary equipment including JURISDICTION approved 20-year rated life photo cell, hardware, adapters, and any other materials necessary for a quality installation. Ensure installation quality, compliance with project schedule, and proper disposal and/or recycling of old luminaires.

- 1.5.1. During installation, comply with all requirements to ensure replacement luminaires receive UTILITY rebates if eligible and revised LED electric rate schedule billing. Note that rebates should not be factored into any proposed pricing.
- 1.5.2. Ensure each newly installed luminaire has been tagged/recorded with the correct wattage sticker consistent with American National Standard for Roadway Lighting Equipment, ANSI C136.15.
- 1.5.3. Obtain and provide accurate digital GIS data for all retrofitted luminaires using GPS technology.
- 1.5.4. Contractor shall warrant all labor and replace defective light luminaires and parts thereof for a period of two years from the date of project acceptance.
- 1.5.5. Notify JURISDICTION of any issues that are identified during luminaire installation related to the street lighting system that require repair of poles, wiring, cables, or other system components beyond the luminaire.
- 1.6. Removal and Disposal – removal and disposal of existing luminaire heads and any other discarded materials including all necessary and appropriate temporary traffic control measures compliant with all federal, state, and local regulations.
- 1.7. Inspect final work with JURISDICTION and correct any punch list items.
- 1.8. Test lights to ensure that they work and identify location where repair needs JURISDICTION assistance.
- 1.9. Recommend cleaning schedule to maintain lumen output.
- 1.10. During this phase, Contractor shall provide a 1-800 telephone line and online form to receive comments, questions, or complaints from residents or other stakeholders impacted by LED replacements.
- 1.11. Work with JURISDICTION to ensure that data collection process is compatible with and will interface correctly with existing processes.

PROJECT COMPLETION

The Contractor must obtain a written Letter of Acceptance from JURISDICTION before proceeding with this Phase. The Letter of Acceptance will affirm that Phase II has been completed as contracted and specified.

- 1.1. Following JURISDICTION acceptance, produce final project reporting to JURISDICTION Project Manager.
- 1.2. Provide administrative effort required to process and receive all available rebates from UTILITY.
- 1.3. Record Documents – provide to JURISDICTION and to UTILITY record (“as-built”) documentation of installed LED luminaires (including wattages, pole numbers, locations, and other associated attributes), GIS data, digital images of nameplates for each replaced fixture, and any applicable warranties, service, maintenance and operations manuals, and similar information.
 - 1.3.1. This inventory shall include replaced LED luminaires, existing (non-replaced) LED luminaires, and any other street lights that were inventoried through the project but not replaced to LED per JURISDICTION instruction.
- 1.4. During this phase, Contractor shall provide a 1-800 telephone line and online form to receive comments, questions, or complaints from residents or other stakeholders impacted by LED replacements.
- 1.5. Provide records documenting purchase dates, dates of installation, and failure rates for LED luminaires and system component failures/replacements and current records history of exchange items.
 - 1.5.1. These records should be submitted in a format compatible with [INSERT GIS/ASSET MANAGEMENT SYSTEM]

MINIMUM WARRANTY REQUIREMENTS

Contractor shall provide a minimum ten (10) year warranty for all electronic components of the luminaire, including drivers (power supplies) and a ten (10) year warranty on finish and materials.

Replacement material warranty shall include warranty against defective or non-starting LED source assemblies, and luminaires exhibiting inadequate lumen maintenance at end of warranty period. Finish warranty shall include warranty against failure or substantial deterioration such as blistering, cracking, peeling, chalking, or fading.

Contractor shall provide a minimum twelve (12) Year Hardware Warranty for 20-year rated life photo cell.

For LED luminaires, a warranty failure will be considered a lumen output of less than 70% of original lumen output. If it drops below 70% in the warranty period, as measured by a third party, the replacement cost will be covered under the warranty.

Warranties should include complete replacement of unit, not just defective component. All shipping charges returns and replacements for warranted equipment shall be paid by manufacturer.

Contractor shall warrant all labor and replace defective light luminaires and parts thereof for a period of two years from the date of project acceptance. During these two years, the selected Contractor shall be responsible for replacement of all failed products due to warranty issues, to include the labor and materials, shipping of failed materials to supplier for replacement, and maintaining sufficient stock on hand to ensure prompt repairs to failed units.

AS-NEEDED LIGHTING SYSTEM REPAIRS

During the project, the Contractor may encounter issues related to the street lighting system that require repair or replacement of mast arms, poles, wiring, cables, or other system components beyond the luminaire. The contractor should notify JURISDICTION of these issues as they arise or are identified. JURISDICTION will determine whether or not to proceed with LED replacement in the affected areas under this project. JURISDICTION reserves the right to proceed with the repairs under this contract at the proposed hourly prices; to not proceed with the repairs, potentially removing affected areas from the scope of this project; or to contract with a separate firm to make the repairs, potentially upgrading the affected areas to LED at a later date and potentially under a different contract.

Submitting firms with the qualifications to perform potential as-needed lighting system repairs are invited (but not required) to submit their qualifications to perform this optional scope of work. Although all firms must be able to identify and notify JURISDICTION of any issues encountered during Project Development and Project Implementation, submitting firms will not be penalized if they choose not to submit qualifications for this portion of the scope of work.

PROJECT REQUIREMENTS

This section describes the Project Requirements that the winning entity will be required to comply with while completing the Scope of Work. As stated earlier, a proposal for this project will be requested from the finalists selected from the RFQ process. JURISDICTION is providing these project requirements to provide submitting entities an understanding in the event they are selected as a finalist from the RFQ process.

GENERAL INFORMATION

The work shall comply with the requirements of all the following without limitation, and these requirements shall apply to this RFQ, the RFP and any subsequent contract as though incorporated herein by reference:

- Federal, State, and Local Laws, including wage and labor, OSHA requirements, and appropriate safety measures.
- Rules and regulations governing UTILITY districts
- Rules and regulations of other authorities with JURISDICTION over the procurement of products

The work to be done consists of designing and implementing a comprehensive upgrade of JURISDICTION's street lights from HPS to LED luminaires, as described in the Scope of Work. No used, refurbished, reconditioned, or rebuilt parts or products shall be used, unless otherwise approved by JURISDICTION in writing; all street lights shall be fully operational each night unless due to a power fault issue.

LED REQUIREMENTS

The JURISDICTION is not specifying a particular brand or model of LED luminaire. During the RFP phase of this procurement, finalists will be asked to propose specific luminaires that comply with the parameters outlined in Appendix B: LED Requirements. Submitting firms should be aware that the LED replacements must meet or exceed the current lighting levels for all areas of JURISDICTION, with a goal of achieving ANSI/IES RP-8-14 where practical. Generally, the existing luminaires are mounted on the mast arm of free standing light poles or UTILITY-owned distribution and transmission poles. The scope of work of this project involves removal and disposal and/or recycle of the existing HPS luminaires and replacement with equivalent LED luminaires to complete and provide JURISDICTION with a functional turnkey operational lighting system. The project includes various luminaire styles such as cobra head, shoebox, under-bridge and high mast luminaires located along commercial, industrial, and residential areas as well as along the Interstate Highway system within the boundaries of JURISDICTION limits of JURISDICTION. The project may also include various post top style as well as decorative lights in the certain areas and other select neighborhoods.

PHOTOELECTRIC CONTROL

All photoelectric controls shall be the standard JURISDICTION 20-year rated long-life fail off or equivalent. A photoelectric unit shall be supplied for each luminaire feeding from a single source. Group operated luminaires feeding from a lighting control center shall be supplied with a shorting cap. All PE cells shall be connected to the same voltage as the luminaire source.

EQUIPMENT STANDARDIZATION

All similar equipment installed shall be of the same manufacturer for standardization of equipment JURISDICTION-wide, unless otherwise permitted by the JURISDICTION. JURISDICTION reserves the right of final approval of any selected equipment or modifications proposed. Only prior reviewed and approved equipment and modifications will be permitted. Review and approval shall be conducted by the JURISDICTION in a timely manner. JURISDICTION shall approve proposed equipment, materials, products, and installation plans, approve equipment specifications and installation plans for any proposed changes prior to the implementation of any modifications, have the right to make routine inspections and be present during any equipment and systems commissioning procedures conducted and

prior to the issuing of the notice to JURISDICTION that it has installed and is considered substantially complete and commenced operating all of equipment and systems.

DISPOSAL/RECYCLE

The Contractor will provide a disposal and recycle plan associated with the removal and disposal of JURISDICTION's existing street light assets which are replaced by the new LED light luminaires. This removal/disposal of the existing street lights shall not be a separate pay item and shall be included in the proposed unit price for supply and installation of the LED luminaires. The plan should include a revenue sharing proposal for the funds of any material that is recycled or resold.

LICENSING REQUIREMENTS

Qualifying firms must have a license to conduct and deliver work that requires licensure, including but not limited to:

- Photometric Analysis of existing conditions (requires professional engineer stamp)
- Photometric Analysis of Final Replacement Plan confirming that plan will meet or exceed existing illuminance levels (requires professional engineer stamp)
- [ADD ANY UTILITY REQUIREMENTS FOR POLES]

Required licenses must be held within the State of _____. Required stamps may be provided by an appropriately licensed sub-contractor.

Before a contract is signed by JURISDICTION, the submitting entity, if selected, must provide JURISDICTION Purchasing Division with a copy of its valid business license or with an affidavit explaining why it is exempt from the business licensure requirements of JURISDICTION or county in which it is headquartered.

OPTIONS

The JURISDICTION is not specifying a particular brand or model of LED luminaire. During the RFP phase of this procurement, finalists will be asked to propose specific luminaires that comply with the parameters outlined in Appendix B: LED Requirements. In addition, each finalist will be asked to submit optional pricing associated with several technology options JURISDICTION is considering. The following are *preliminary* descriptions of potential options. JURISDICTION reserves the right to modify these options for consideration in the RFP stage of this procurement.

The proposed costs of these enhancements should identify the up-front and the ongoing (annual) costs and benefits as well as the potential revenue for either a localized or system-wide installation. When presenting cost information for the enhancements, clear examples of typical installations with total cost and benefit should be highlighted.

CONNECTED LIGHTING CAPABILITIES FOR REMOTE MONITORING

JURISDICTION is interested in proposal pricing for the installation, start-up, and commissioning of a networked lighting system that enables, at a minimum, remote monitoring of the streetlight system. This network lighting system is intended to facilitate asset management and work order initiation, as well as the use of "real-time" data to improve customer service by reducing outage response times. The network lighting system includes two components, the central management system (CMS) and outdoor lighting network (OLN). The proposed CMS and

OLN solutions and their components shall be TALQ compliant and certified (see <http://www.talq-consortium.org/> for more information on TALQ). The solution must provide a high availability network and support frequent data transmission. Data must be able to be encrypted while traversing the network in order to ensure security and privacy, as well as at rest in any software system.

For the purposes of this proposal, please refer to the following definitions:

Outdoor Lighting Network (OLN): A communication network of outdoor devices such as Light Points controllers, Gateways, Segment Controllers, Sensors, for purpose of saving energy and maintenance optimization.

Central Management System (CMS): A device (whether hardware, software or combination thereof) which communicates with the OLN's to remotely configure and operate the OLN's components. The CMS provides web or PC based user interface able to manage the lighting infrastructure (e.g. assets, schedules, manual overrides, alarm triggers), and monitor the operating conditions (e.g. burning hours, voltages, failures) and performance reports (maintenance, energy consumption).

The CMS must be compatible with JURISDICTIONS Asset Management System

Price sheet will need to include on-going annual costs, as well as incremental upfront cost for materials and installation.

FUTURE PROOFING CAPABILITIES

JURISDICTION is interested in proposal pricing for luminaires that allow for modular upgrades a later date to accommodate external "smart" lighting controls or features (i.e., Wi-Fi, cameras, traffic monitoring, etc.). Proposers should note that this option does not indicate JURISDICTION's current interest in such features, but rather an interest in investing in luminaires that could be easily upgraded at a later date should JURISDICTION desire to add these features to the street lighting system.

Proposals shall comply with same OLN and CMS specifications provided for Option 1 above.

Price sheet will need to include any on-going annual costs, as well as any incremental upfront cost for materials and installation of luminaires that can accommodate future modular upgrades.

PREFERRED SCHEDULE

The following schedule describes JURISDICTION's preferred implementation schedule for this contract in light of fiscal calendars and administrative priorities. JURISDICTION is open to consider alternative schedules that would gain efficiencies, cost savings or other advantages related to labor, materials sourcing & delivery, or other aspects of the project. During the RFP phase of this procurement, finalists will be asked to propose a detailed timeline for commencement and completion of all project phases.

Anticipated Contract Execution	Complete by: MM/DD/YEAR
Phase I Project Development	Complete by: MM/DD/YEAR
Phase II Project Implementation	
- 50% of Lights Converted	Complete by: MM/DD/YEAR
- 100% of Lights Converted	Complete by: MM/DD/YEAR
Phase III Project Completion (Full Close Out)	Complete by: MM/DD/YEAR

STATEMENT OF QUALIFICATION REQUIREMENTS

All timely statements of qualifications will be reviewed to determine whether the minimal requirements have been met. Statements that do not meet all requirements will be considered non-responsive and will be rejected.

Please note the page limits for statements of qualifications. The total length of the statement shall not exceed fifty (50) 8.5"x11" pages, less dividers, tabs, and required forms. Submittals should be typed and printed double-sided on recycled paper. Submittals may contain additional pages in the form of appendices, but submitting firms should be aware that the review committee may select not to review appendices when scoring submittals.

The RFQ Evaluation Criteria (listed in relative order of importance) are as follows:

Experience & Qualifications of Firm	(up to 30 points)
Experience & Qualifications of Team	(up to 30 points)
Capability and Track Record	(up to 30 points)
Ability/Plan to include DBEs	(up to 10 points)

The narrative portion and the materials presented in response to this Request for Qualifications shall be submitted as set forth in the "Requirements" section and follow the same order as requested and must contain, at a minimum, the following:

EXPERIENCE & QUALIFICATIONS OF FIRM

Provide information demonstrating the fiscal strength of organization & deemed ability to complete project.

BUSINESS HISTORY

JURISDICTION will only consider submittals from firms who have at least five (5) years of operation with a minimum installation of three (3) turnkey projects converting a minimum of 5,000 HPS luminaires ("per project") to LED equivalent for the purposes of energy efficiency. Submitting firms shall provide a history of the business including the date established, the type of ownership or legal structure of the business (sole proprietor, partnership, corporation, etc.), the length of time that the firm has been operating as the legal entity and the length of time the firm has been providing the requested services. Discuss the areas of expertise and resources available both nationally and locally to provide the requested services.

ADVERSE ACTIONS/POTENTIAL IMPACTS

State whether the company or any of its subcontractors are currently involved in any litigation, threatened litigation, investigation, reorganization, receivership, filing, strike, audit, corporate acquisition, unpaid judgments or other action that could have an adverse impact on your ability to perform the required Scope of Work or otherwise meet JURISDICTION's objectives. If so, please describe the nature of the item and its potential impact.

State whether your firm has been unable to complete a contract, been removed from a contract, or been replaced during a contract period in the past five years. If so, explain what happened and why.

GOVERNMENT/CORPORATE EXPERIENCE

State your firm's and subcontractor's experience in providing similar services to large public entities or large corporate entities. List other government contracts that you have now or have had in the past five years including the JURISDICTION. Specify your firm's ability and experience related to street light control systems and smart city platforms.

BUDGET CONTROLS

Describe the fiscal accounting processes and budgetary controls that you use to ensure the responsible use and management of contract funds and accurate invoicing.

State your fiscal reporting and monitoring capabilities (e.g. spread sheets, automated fiscal reports, quality controls, checks and balances) to ensure contract funds are managed responsibly.

Describe the procedures that you take to ensure clients receive satisfactory products and services at low costs, i.e., how will your firm strive to provide the best value at the lowest price.

OTHER RELEVANT INFORMATION

Submit any other information which documents other skills or experience relating to the requirements of this RFQ which you believe may be relevant to this project.

EXPERIENCE & QUALIFICATIONS OF TEAM

KEY PERSONNEL

List the proposed key members of staff to be assigned including professional electrical engineers and other professionally accredited staff as necessary to JURISDICTION's contract including their roles and estimated participation in delivering the services. Attach resumes of the key personnel that will be assigned to these services. Include education and training. Resumes shall state clearly any experience specifically related to the Scope of Work and list any similar work successfully completed.

SUBCONTRACTORS

State whether work will be completed by the Contractor or by a subcontractor for each category (auditing, design, procurement/supply of equipment from vendors or manufacturers, engineering, construction management services, installation, monitoring & verification, operations and maintenance, warranty/repair work). Describe how subcontractors are selected. Comment on your ability to competitively select subcontractors. Identify any subcontractors already selected and describe the experience of these subcontractors in projects of similar size and scope.

CLIENT SERVICE & SATISFACTION

Describe how your firm allocates personnel time to meet the needs of the scope of work. State the availability of assigned personnel to perform the work according to the timing/needs of JURISDICTION. Describe the ability of your firm to provide a local presence while performing the scope of work. Provide a brief assessment of your organization's current workload and capacity to carry out the Scope of Work.

OTHER RELEVANT INFORMATION

Submit any other information which documents other skills or experience relating to the requirements of this RFQ which you believe may be relevant to this project.

PROVEN CAPABILITY TO PERFORM SCOPE OF WORK

Provide a narrative explanation and supporting documentation describing your firm's track record in successfully completing projects of similar scale and scope to the satisfaction of the customer.

SAMPLE PROJECTS

Describe sample projects which best illustrate the firm's qualifications for the scope of the services, identifying any projects accomplished by current staff while conducted under the employment of others. Projects must be of similar complexity completed and demonstrate the team's ability and experience to successfully perform the services.

CUSTOMER REFERENCES

Proposer shall furnish as references a minimum of three (3) references, but no more than five (5), from firms or government organizations for which your firm is currently furnishing services or in the past five years has completed services. References from medium-large public entities or medium-large corporate entities are preferred.

Please provide for each reference: Name of Company or Government Entity, Name of Reference, Address, Telephone Number and E-mail Address [if available].

INCLUSION OF LOCAL AND DISADVANTAGED BUSINESS ENTERPRISE (DBE) FIRMS

The JURISDICTION understands the importance of encouraging local, Small, Minority-, Women-, Service-Disabled, and Veteran-Owned business participation in the procurement process. Describe your firm's ability and plan for integrating local and DBE firms into this project.

RFQ APPENDIX A: STREET LIGHTING COSTS

CURRENT BILL SUMMARY

<u>Current Annual Street Lighting Costs</u>		
Bill Component	Calculation Notes	Amount
Energy Charge	X kWh @ \$0.0X/kWh	\$ X
Facilities Charge	\$X * X.X%	\$ X
Glassware	Actual cost for replacement lamps and glassware	\$ X
Total Bill: \$ X		

NOTES ON CURRENT BILL

JURISDICTION's monthly street light bill includes an energy charge, a facility charge, and a monthly charge for the cost of the replacement of any glassware for the lights.

The energy charge is determined by multiplying the energy rate (Schedule LS) by the amount of electric power (kWh) used by the street lights. Street lights are not metered. The usage per light is based on type of fixture and estimated daily burn time, which is determined by UTILITY. The energy charge, at a minimum, should recover the cost of purchasing the power.

The facility charge is determined by multiplying a percentage (currently [NN]%) by the installed cost (gross plant value) to UTILITY's electric system devoted to street lighting service, including luminaires, wiring, poles, and cables. The installed cost is currently estimated to be \$[NN]. The facility charge should recover the UTILITY's capital cost for the street light facilities, the cost of maintaining the facilities (O&M), tax equivalents, interest, and other operating costs incurred by UTILITY in supporting street lighting service.

UTILITY bills JURISDICTION directly for the material replacement of lamps and glassware. Annually, these "glassware" costs are estimated to cost approximately \$[NN].

NOTES ON FUTURE BILL

Beginning in YEAR, JURISDICTION intends to dramatically re-structure the street lighting system by purchasing the street lighting system from UTILITY and contracting with a firm to retrofit luminaires to LED technology.

JURISDICTION intends to purchase the system, including luminaires and non-transmission/distribution wiring, poles, and cables from UTILITY for the depreciated plant value, or approximately \$[NN]. This purchase will eliminate all facility charges on future bills.

JURISDICTION intends to contract with UTILITY or another third party for on-going maintenance and operation of the street lighting system. Under such an arrangement, JURISDICTION would pay UTILITY or another third party a contracted annual maintenance fee that reflects actual costs of maintaining the system and other support services as contracted by JURISDICTION. **(NOTE: purchase of the street lighting system and/ or 3rd party maintenance may not be appropriate in either VA or MD at this time.)**

In addition, some luminaires are on transmission and/or distribution poles that will remain under ownership of UTILITY. JURISDICTION will pay UTILITY an annual pole rental fee for these luminaires, which is currently estimated at ~\$[NN] total for all luminaires on UTILITY-owned poles.

RFQ APPENDIX B: LED REQUIREMENTS

LED Luminaire Requirements

Correlated Color Temperature (CCT)	CCT shall be 3,000K +/- 2 nominal CCT or Allowable IES LM-79 Chromaticity Values. Acceptable IES LM-80 test results shall be provided.
Color Rendering Index (CRI)	Luminaires shall have a minimum CRI of 70.
Off-state Power Consumption	The power draw of the luminaire (including PE or remote control devices) shall not exceed 1 watt when in the off state.

On-state Power Consumption	The LM-79 test shall exceed 85 lumens per watt.
Warranty	The warranty shall provide for the full replacement of the entire fixture due to any failure for a minimum of ten (10) years. For the first two years of the warranty period the warranty shall also include removal and installation services for fixture replacement.
Ambient Temperature Environment	Luminaires shall be able to operate normally in temperatures from -20° C to 50° C ambient.
Thermal Management	Luminaire shall start and operate in ambient temperature range of locality. Maximum rated case temperature of driver and other internal components shall not be exceeded when luminaire is operated in ambient temperature range of locality. Mechanical design of protruding external surfaces (i.e., heat sink fins) shall facilitate hose-down cleaning and discourage debris accumulation.
Dimensions (Approx.)	Maximum EPA of 1.2 sq ft Maximum Weight of 60 lbs for post-top luminaires; Maximum Weight of 46 lbs for all other luminaires
Housing	Shall be primarily constructed of metal. Finish shall be gray or black in color as specified, powder coated and rust resistant. Driver must be mounted internally and suitable for multi-voltages. All screws shall be stainless steel. Captive screws are needed on any components that require maintenance after installation. No parts shall be constructed of polycarbonate. The housing shall be equipped with a screwed or latching power door assembly. Light Engine shall be not less than IP 66.
Lumen Output	Luminaire must have lumen outputs consistent with RP-8 design criteria and generally meet the following five (5) minimum levels: Type A 3,300 lumens Type B 5,000 lumens Type C 8,200 lumens Type D 11,000 lumens Type E 20,000 lumens
Dark Sky Compliance	Nominal IES TM-15-11 Backlight-Uplight-Glare (BUG) ratings shall be values of B1-U0-G1 Luminaires and housing shall be fully shielded and should follow International Dark Sky Alliance best practices (see: http://darksky.org/lighting/led-practical-guide/)
Certification	Entire fixture including internal components, and as a whole unit, shall be either UL or CSA certified, or equivalent and shall be DesignLights Consortium Qualified (see: www.designlights.org).
Mounting Arm Connection	Roadway luminaires must easily slide on a 2.375" outside diameter arm or horizontal tenon.

PE Cell Receptacle	Luminaires shall have a NEMA 7-PIN Twistlock photo-control receptacle in accordance with ANSI C136.41-2013. The driver dimming leads shall be wired to prongs 4 and 5. The PE socket shall be able to rotate so that the PE window can be positioned to face the north direction.
---------------------------	---

House Shield Accessory Option	Shall provide, option to specify, field installable house and/or glare shields.
--------------------------------------	---

LED Module/Array Requirements

Lumen Depreciation of LED Light Sources	Lumen maintenance at 50,000 hours and 40° C based on either DLC Solid-State Technical Requirements V4.4 (either Option 1 or Option 2). If using TM-21 testing shall be 90% or greater, shall be in accordance with LED Lighting Facts guidance and submit completed ENERGY STAR TM-21 luminaire test data.
--	--

LED Power Supply/Driver Requirements

Power Factor	Shall have minimum Power Factor of 0.90
Dimming	Drivers shall be capable of 0-10 V dimming
Transient Protection	LED lights shall be supplied and installed with surge protector rated for 10KA/10KV per ANSI/IEEE C62.41
Operating Temperature	Power Supply shall operate between -20°C to 50°C
Frequency	Output operating frequency must be >120Hz (to avoid visible flicker) and input operating frequency of 60 Hz
Interference	Power supplies shall meet FCC 47 CFR Part 15/18 (Consumer Emission Limits)
Noise	Power supply shall have a Class A sound rating per ANSI Standard C63.4
Voltage	Driver shall accept 120 V – 277 V input
Terminal Block	Shall be manufacturer standard.

LED Measurement/Performance/Safety Standards

ANSI C78.377.2008	Specifications for the Chromaticity Solid State Lighting Products.
IESNA LM-79-08	<p>IESNA Approved Method for the Electrical and Photometric Measurements of Solid-State Lighting</p> <p>Products. Submit certified photometric reports per IESNA LM79 from an approved Department of</p> <p>Energy Independent testing laboratory to validate manufacturer's photometric performance claims for each luminaire.</p>
IESNA LM-80-08 (Recommended)	IESNA Approved Method for measuring Lumen Maintenance of LED Lighting Sources. Submit lumen depreciation (operating life) data for each luminaire supported by the LED chip manufacturers' IESNA LM 80 test data that directly correlates to luminaire level performance.
UL Standards (Latest Approved)	8750 Light-Emitting Diode (LED) Light Sources for Use in Lighting Products - 1598 Luminaires – 1012 Power Units Other Than Class 2 – 1310 Class 2 Power Units – 2108 Low Voltage Lighting Systems
IP Rating of Light Engine	Minimum rating of IP 66